

# **EAST PROVIDENCE SCHOOL DEPARTMENT**

## **School Committee**

### **Superintendent Search Sub-Committee**

#### **Meeting Minutes**

**Approved January 4, 2012**

**December 12, 2011**

**Martin Middle School**

#### **1) Welcome and Introductions**

**a. Purpose – the purpose of this sub-committee is to develop the process for, and implement the search for a Superintendent for the City of East Providence.**

**b. Members present: Luisa Abatecola, Greg Amore, Melissa Andrade, Fatima Avila, Sandy Barone, Laurie Brown, Andrea Vastis, Edward Daft, Donna DelleFemine, Bob Enos, Roscoe Higgins, Valarie Lawson, Brian Lonergan, David Medeiros, Elmer Pina, Mike Silva, Ryan Tellier, Sheila Widlenhain**

**c. Guests Present: Ken Walker, Charlie Tsonos**

**2) The group approved the selection of Sandy Barone as Chairperson of this Sub-committee and Andrea Vastis as secretary.**

**3) Each member present received a packet of materials containing contact information for the committee members, and information**

related to previous Superintendent search processes. The last full Superintendent search (2006?) contracted with NESDEC to perform focus groups and assist in developing search criteria and implementing the search process. After a brief discussion, the group agreed that the information provided by NESDEC is still current and therefore there is no need to spend the money to do another focus group.

4) The group discussed a number of items regarding the process to be undertaken for the search of the new Superintendent for the City of East Providence:

a. Qualifications & Requirements– the group brainstormed a list of desired characteristics) for the incoming E.P. superintendent as well as minimum qualifications/requirements. These will be finalized at the next meeting. The issue of making sure the candidate has the ability to identify as minority or disabled in the application process was raised.

b. Advertisement/Scope of Search – after much discussion, the group agreed that the development, printing and distribution of a brochure are not the best use of money to advertise the position. The discussion as to whether we will advertise nationally versus throughout New England is on-going with members discussing the pros and cons of the cost-benefits of national vs. local advertising. The use of “School Spring” will be in place as it has a national scope and is of minimal cost.

**c. Budget and salary – the group needs more information regarding the salary range for the incoming Superintendent and regarding how much we are able to spend to search for this position. Luisa agreed to invite Major Bannon to the next meeting on January 4th to discuss budget issues. Mike Silva asked for information on districts comparable to East Providence to look at contract information regarding salary and benefits.**

**d. Timeline – a rough timeline was discussed assuming a start date of July 1, 2012. This would require an appointment by May/June. The group agreed to two meetings in January to finalize the requirements and advertisement and develop interview criteria/questions for the candidates. The group utilized a timeline/task sheet created for the last Superintendent search as a guide for our work.**

#### **5) Next Steps:**

**a. The group agreed that Wednesday nights will be best for meeting. The next two meetings are scheduled for January 4, and January 18, 2012 at 6:30 at Martin Middle School Library.**

**b. HOMEWORK: All group members are asked to review the materials in the folders and come to the next meeting with suggestions for requirements, advertising and interview questions.**

**Respectfully Submitted**

**1/3/12**

**Andrea G. Vastis**

**Subcommittee Secretary**